



REQUESTING RECONSIDERATION OF FINAL RATING

This information sheet provides guidance on challenging a final National Security Personnel System (NSPS) performance rating for non-bargaining unit employees. Allegations based on prohibited discrimination should be processed through the Equal Employment Opportunity complaint process

Items that May Not be Challenged

- Performance payout (standard calculation based on the total shares in the pay pool)
- Number of shares (universally determined by a MEDCOM business rule)
- Interim review (used for feedback purposes only)
- Closeout assessment (used for feedback purposes only)
- Recommended rating of record (preliminary information reviewed by pay pool)

General Information

- Requests for reconsideration must be submitted electronically to the designated e-mail address with a copy furnished to the rating official
- Requests must identify the changes requested, the rationale for the changes and include an electronic copy of the associated DD Form 2906 (NSPS Appraisal)
- An employee may have another party file the reconsideration request on their behalf
- Deciding officials may initiate further inquiry upon review of the request
- Any adjustments will be made retroactive to the effective date of the original payout
- Failure to comply with required timeframes may result in requests being dismissed

Timeframes

Within	Action
10 calendar days of receipt of completed appraisal	Employee may submit written request for reconsideration to pay pool manager
15 calendar days of receipt of request	Pay pool manager will provide a written decision
5 calendar days of receipt of decision	Employee may submit written request for reconsideration to performance review authority (PRA)
15 calendar days of receipt of request	The PRA provides final written decision to employee with copy to impacted parties

Submit Reconsideration Requests To

Europe employees: reconsideration.europe@amedd.army.mil

CONUS/Pacific employees: reconsideration.conuspacific@amedd.army.mil

For Additional Information Contact

Mr. John Heath • john.heath@us.army.mil • 210-221-7966 / DSN 471-7966

Reconsideration Request

To: (Pay Pool Manager)

From: (Employee)

I understand that this is a request for reconsideration of an individual objective rating only. It does not apply to the interim review, closeout assessment, rater/higher level reviewer recommendations and/or narratives, performance shares (number and value), performance payout distribution between base pay increase and bonus, OR to any change to an individual objective rating or adjusted rating that would not result in a change to the rating of record (SC1940.12.4.2.).

I understand that allegations that a performance rating was based on prohibited discrimination, such as race, color, religion, sex, national origin, age, physical or mental disability, or reprisal may not be processed through the reconsideration process and shall result in cancelling the reconsideration request (SC1940.12.4.3.).

I am submitting this written request for reconsideration within 10 calendar days of receiving the rating of record as required by SC1940.12.4.1. I received my rating of record on _____ (Date Received).

I am requesting reconsideration of the following objectives:

Objective #	Original Rating	Original CF	Proposed Rating	Proposed CF

Justification

Provide data to support each objective rating/contributing factor change request. Attach additional page if required.

[illegible]

Certification

I ☐ am/ ☐ am not alleging that prohibited discrimination or reprisal occurred in relation to the challenged rating (SC1940.12.4.3).

I ☐ do / ☐ do not have a representative.

I have designated (*name, organization*) _____
to act as my representative to assist me in pursuing this reconsideration request
(SC1940.12.4.1.1.). I recognize that any representative's request for official time must
be approved by the representative's supervisor.

Employee Signature: _____

Date: _____

Print Name: _____

Phone Number: _____

E-Mail Address: _____